

### 6-3. EFFECTIVE USE OF RECOGNITION

#### b. Criteria For and Recommended Uses of Various Types of Recognition.

Within DOT, employees who have been promoted with the last six months or those employees for whom a promotion is in progress shall not be recognized by a cash award or quality step increase if the level of performance which is required for the award is also the basis for the promotion.

(1) *Special Achievement Awards:*

(a) Recommendations for Special Achievement Awards based on a special act or service should be submitted within three months of the achievement. Such achievement may involve:

1. Individual or group achievement involving scientific or technological advances;
2. Achievement which contributed significantly to more efficient or economical operations involving tangible savings;
3. Performance which has resulted in overcoming unusual difficulties;

4. Exemplary or courageous action in an emergency situation related to official employment;
5. Acceptance of articles for publication presenting technical papers to professional organizations, or performing other similar personal projects which can be shown to have significantly increased public understanding and interest in Department operations or to have contributed significantly to a mission of the Department;
6. Improving service to the public in a specific or measurable way;
7. Notable improvement in the public relations of the Department.

A supervisor or manager may grant up to two special act awards per year of \$100 to any employee for an act or service. A minimum of justification will be needed to utilize this provision. Operating Administrations shall establish procedures which insure that employee performance under this provision is recognized as quickly as possible following performance of the act or service.